**Approved Minutes**

**Present**: Ted Turner, Dean Markham, Lori Wilcox, and Mary Ann Dostaler (Ms. Dostaler arrived at 6:34 during discussion of item 3)

**Not Present:** Alan Hurst, David Monighetti and Don Coolican

**Other attendee(s):** Diane Dugas: Superintendent of Schools, William Marshall: BOE Finance Committee Chairman, Karen Asetta: EH Schools Business Manager, Jeffery M. Jylkka: Director of Finance

**1-2. Chairman Turner called the meeting to order at 6:31 p.m. followed by the Pledge of**

 **Allegiance.**

**3.** **Approval of Minutes:**

1. **Regular meeting 10-20-2014:** Mr. Markham made a motion to approve the minutes that was seconded by Ms. Wilcox Vote**: Unanimous. Motion passed.**

**4.** **Public Remarks:**

None

**5.** **Special Presentations:**

1. **Tools for Civic Engagement:**

Mike, a representative from Peak Democracy, a software company that markets a customizable online civic engagement website they call Open Town Hall, presented information about their product via a phone conference and an online WebEx presentation. Open Town Hall, he presented, is used to augment and diversify public participation in ways that also enable government leaders to increase public trust in their government. Open Town Hall allows governments to maintain control of the public engagement process, focus on feedback from constituents and keep the dialogue civil and legal. The representative went on to provide a virtual tour of variations of their product currently in use by municipalities across the country. While more than 100 municipalities across the country are currently using the Open Town Hall

tool (West Coast and South Eastern states), Peak Democracy has not yet been engaged by any municipalities in New England. Board members were impressed in the data collection, monitoring for inappropriate content and reporting capabilities, but did want to understand further the local administration requirements. Mr. Jylkka followed the presentation with some data from the GFOA around internet and social networking use every minute, by age group and the amount of time the average American spends on daily activities. While the online annual subscription quoted price seemed reasonable, Mr. Jylkka was going to look into any initial set-up or other special fees.

1. **EH BOE 2014-2015 Final Budget:**

Diane Dugas: Superintendent of Schools, William Marshall: BOE Finance Committee Chairman and Karen Asetta: EH Schools Business Manager returned in response to the request of Ms. Dugas at the October 20, 2014 meeting to present a more transparency into the specific line items of the how the BOE 2014-2015 Budget was dispersed. The slides presented included detail around the original requested Budget and referendum cut and increased expense impacts, as well as, savings and efficiencies identified. Future Budget considerations were also shared in preparation for 2015-2016 BOE Budget discussions.

**6. Correspondence:**

 None

**7. Status Reports (Financial):**

Mr. Jylkka provided an overview of the YTD 2014-2015 Revenues and Expenditures. Forecast is not done until midway through the year and no issues have been raised to date. Legal fees are at 24% with arbitration beginning. Taxes collected through October are at 53.7% against the levy and while mid-point of collection is no indication of where we are going to end up, we have collected more in a percentage through October than we have in the past 4 years through November.

**8.** **Financial Transactions:**

 None

**9. New Business:**

Ms. Dostaler made a motion to add an item to the agenda, Summary of the Process for Land Acquisitions, and asked that Mr. Jylkka provide that summary. The motion was seconded by Mr. Markham and the item was added.

1. **Process for Land Acquisition**

Ms. Dostaler stated this item was prompted by recent headlines and the Council’s vote to authorize the Town Manager to negotiate for a land purchase. She wanted to verify the process as it relates to the role of this Board.

Mr. Jylkka informed the Board that, according to the Town Charter, a land acquisition has to be approved by the Board of Finance, Town Council and through a Town Meeting. There is also a funding portion and if that is over $25,000, it too would need to gain separate approval through the same three bodies (BOF, TC and Town Meeting).

Ms. Dostaler asked about any pre-purchase expenses (e.g. environmental studies, etc.). Mr. Jylkka stated that depending on the expense, it is possible it can come out of an existing departmental budget or grant that is logically related to the type of expense. This means that the BOF does not have any authority or responsibility over funding of this type of pre-purchase expenses.

**10. Continued Business:**

1. **High School Renovation project update**

Mr. Jylkka informed the Board that the town will be issuing bond anticipation notes related to the High School Project Dec 8-11 with disclosure. These will be 12 month notes.

In response to Chairman Turner’s question, Ms. Dugas informed the Board that all the bids are in for the entire project but all are not yet awarded. She also confirmed that work will be starting over the next week to week and a half.

1. **CNG proposed expansion**

Mr. Jylkka informed the Board that the Town Manager has a meeting next week with Siemens, who has the state contract for energy consulting, to discuss prices for conversion of the Municipal Buildings. Comments were made by multiple Board members about the seemingly

unrealistic timelines for completion. Ms. Dostaler also asked that a question be passed along to the Town Manager / Town Attorneythat there is some recourse if investments are made this year and something occurs next year to delay or derail the project. Mr. Jylkka stated that our commitment will be contingent on the line being in. He also stated that any mechanics that will be purchased will be dual fuel capable.

1. **2015-2016 Budget Process/Calendar**

Mr. Jylkka shared a draft of the budget workshop schedule. He stated that the BOE presentation dates have not yet been added. Ms. Dostaler reiterated the previous comments that the process followed in the past has not been clear to either participants or the public as to the true evolution of the budgets. The shared draft showed some suggested changes but more feedback was requested. The Board did share some suggested revisions on the spot.

1. **CL&P offer to purchase 20 E. High St.**

 No Update Available

1. **Liaison's Reports:**
2. **Town Council:**

Chairman Turner shared that the Town Council did approve the purchase of the Loader and the Town Facilities Evaluation Committee presented its final recommendations which turned out to be controversial.

Ms. Dostaler shared at the meeting that the EDC approved roughly half their budget on a survey which seems extreme, disproportionate to their budget and not necessarily the best way to get the information. The Council also raised concerns around the questions being proposed. Ms. Dostaler also stated that there may be some value in reviewing previous survey data (2005) so that the same questions are not asked again.

1. **Board of Education:**

Ms. Dostaler attended the last meeting and saw the presentation around the curriculum which will be a major topic during budget talks since there are some state mandates. There was also significant discussion around the BOE’s response to the Facilities Evaluation recommendations

which will be forwarded to the Town Council. It may make sense, she commented, that this Board be included on correspondence so that it stays informed.

1. **Economic Development Commission:**

No Report

1. **Lake / Conservation:**

Ms. Wilcox attended the meeting but there was no financial related topics discussed. Ms. Dostaler stated that there is a Town Council Special Meeting scheduled for November 18th to discuss what to apply for in STEEP grant(s).

1. **Fire Commissioners:**

 No Report

1. **Brownfields/Redevelopment:**

Ms. Dostaler informed the Board that there was nothing of a financial nature discussed.

1. **Park & Rec. Advisory Board:**

 No November Meeting

1. **Water Development Task Force:**

Mr. Jylkka informed the Board that he attended the meeting at the request of the Task Force. He shared a version of a financial model he created for the Task Force that would allow for different scenarios and corresponding impacts to be researched. He also informed the Board that discussions with Public Water Companies have resulted in interest managing a water system for East Hampton but not in building a water system for East Hampton.

1. **Town Facilities Evaluation Committee:**

The final recommendations were presented to the Town Council at the November 13th Meeting. Mr. Hurst also forwarded the full recommendations presentation to all Board Members. Mr.

Hurst requested that this topic be removed from future BOF agendas as the Committee has completed their required work and has disbanded.

1. **Public Remarks:**

*William Marshall, 6 Fairlawn Ave,* commended the Board on their “track record” on hearing the public’s both positive and negative feedback. Unfortunately, the Town Council does not formally participate in the hearing process. He suggested that the Town Council be asked to be more involved next year. The Board shared their experiences with the current process as well and would welcome the suggestion being put forth.

1. **Town Manager's Report:**

 No Report

1. **Adjournment**

Ms. Dostaler made a motion to adjourn at 9:04 p.m., seconded by Mr. Markham. **Vote was unanimous in favor.**

Respectfully submitted,

Renee Bafumi

Recording Secretary